COMMAND AND CONTROL SYSTEM AND STRUCTURE   8101

Command and Control is the Department's system for designating authority over operations and providing direction to resources to accomplish the Department's mission. The Command and Control system consists of written policies, pre-identified levels of authority, procedures for implementing command decisions, and the information systems necessary to communicate direction and related information.

The Command and Control system is structured into three levels of authority; Department, Region and Unit. Each level is served by a command or coordination center. Instructions and information are conveyed through the levels of the Command and Control structure utilizing resource data, telecommunication, and information systems.

Personnel at all levels of the Command and Control system should have a strong knowledge of the Department's Command and Control policies and procedures.

DEPARTMENT LEVEL   8101.1

The Director is responsible for the Department and its operations. The Director may delegate Command and Control authority to the Department Duty Chief. Information requiring dissemination through the Command and Control structure will be communicated through the Department Duty Chief to the Sacramento Command Center (Sac CC).

DEPARTMENT DUTY CHIEF   8101.1.1

The Department Duty Chief (also known as the Sacramento Duty Chief) acts on behalf of the Director and has delegated authority for Command and Control functions.

Authorities and responsibilities include, but are not limited to:

- Assist Region Duty Chiefs with statewide allocation of resources

- Authorize the commitment of CAL FIRE resources to other agencies

- Serve as primary Department contact for outside agencies

- Make internal and public statements relative to emergency incident status and statewide conditions

- Implement, update and cancel Department staffing patterns

- Confer with the Region Duty Chiefs and provide policy clarification and/or direction

The Department Duty Chief telephone number shall be used to contact the Department Duty Chief. If unable to contact the Department Duty Chief, contact the first available person in the order below:

1   Sacramento Command Center Duty Officer
2   Deputy Chief, Command and Control
3   Staff Chief, Fire Protection Operations
4   Assistant Deputy Director, Fire Protection Operations
5   Deputy Director, Fire Protection
6   Director

The Region Operation Coordination Centers (Region OCC) shall be advised each morning by the Sacramento Command Center of the assigned Duty Chief.

SACRAMENTO COMMAND CENTER   8101.1.2
(No.46   March 2015)

The Sacramento Command Center functions as the Department level Command Center, and provides a conduit for the Director to exercise Command and Control over CAL FIRE operations.

The responsibilities of the Sacramento Command Center include, but are not limited to:

- Serve as the Command Center for all Sacramento Headquarters programs, including the California Fire Academy

- Receive and process requests for resources from Regions and other agencies

- Process Mission Tasking requests from other agencies for CAL FIRE resources

- Process requests for other state agency resources to assist CAL FIRE

- Receive and disseminate notifications of accidents, injuries, and other events involving CAL FIRE personnel or facilities

- Process requests for Planned Need Hired Equipment resources

- Gather and disseminate incident status and resource intelligence if the intelligence function is not staffed

The Sacramento Command Center conveys Department Level information and direction to the Regions via the Region Operations Coordination Centers.

SACRAMENTO COMMAND CENTER DUTY OFFICER   8101.1.3

The Deputy Chief, Command and Control, will designate a Department Duty Officer who will be available on a continuous basis at the published Department Duty Officer telephone number. A Sac CC staff member will normally fill this position. During periods of high incident activity, this designation may also be assigned to a qualified Headquarters Fire Protection Chief Officer.

REGION LEVEL   8101.2

The Region Chief is responsible for their Region and its operations. The Region Chief may delegate Command and Control authority to a Region Duty Chief. Information requiring dissemination through the Command and Control structure will be communicated through the Region Duty Chief to the Region Operations Coordination Center (OCC). This information is then relayed by the Region OCC to the Unit ECCs.

REGION DUTY CHIEF   8101.2.1

Each Region Chief shall designate a Region Duty Chief. The Region Duty Chief acts on behalf of the Region Chief and has delegated authority for Command and Control functions. Orders initiated by the Region Duty Chief carry the Region Chief's full authority.

Authorities and responsibilities include, but are not limited to:

- Monitor the balance and distribution of CAL FIRE resources within the Region

- Confer and consult with the Department Duty Chief, the other Region Duty Chief, and Unit Duty Chiefs, on situational and resource status

- Implement, update and cancel Regional Staffing Patterns

- Coordinate conference calls (Serious Accident Review Team (SART), Incident Management Team (IMT) activations, Funeral, etc.)

- Represent CAL FIRE during Multi-Agency Coordination System meetings (MACS)

- Serve as primary contact for IMT Incident Commanders and CAL FIRE Agency Representatives

- Provide operational oversight of the Regional OCC

The Region Duty Chief telephone number shall be used to contact the Region Duty Chief.

REGION COORDINATION CENTER 8101.2.2
(No.46   March 2015)

The Region level Command and Control center is called an Operations Coordination Center (OCC) and provides a conduit for the Region Chief to exercise Command and Control over operations within the Region.

The responsibilities of the Region OCC include, but are not limited to:

- Provide Command and Control over CAL FIRE Emergency Command Centers and operations within the Region

- Process requests for resources to and from Units, Contract Counties, other Region OCC, SAC CC, and cooperating agencies

- Coordinate the movement of resources between Units, Regions, and Contract Counties

- Coordinate and allocate the use of radio frequencies among Units and incidents

- Process notifications between Unit ECCs and the Sacramento CC

- Allocate and coordinate the use of CAL FIRE aircraft

- Serve as the CAL FIRE Agency Representative for SRA fires in Contract Counties until an Agency Representative has been assigned

REGION OPERATION COORDINATION CENTER
DUTY OFFICER 8101.2.3
(No.46   March 2015)

The Region Operations Coordination Center Chief will designate a Region Duty Officer who will be available on a continuous basis at the published Region Duty Officer telephone number. A Region OCC staff member will normally fill this position.

UNIT LEVEL 8101.3
(No.46   March 2015)

The Unit Chief is responsible for their Unit and its operations. The Unit Chief may delegate Command and Control authority to a Unit Duty Chief. Information requiring dissemination through the Command and Control structure will be communicated through the Unit Duty Chief to the Unit Emergency Command Center (ECC). This information is then relayed by the ECC to the field.

UNIT DUTY CHIEF   8101.3.1

Each Unit Chief shall designate a Unit Duty Chief. The Unit Duty Chief acts on behalf of the Unit Chief and has delegated authority for Command and Control functions. Orders initiated by the Unit Duty Chief carry the Unit Chief's full authority.

Authorities and responsibilities include, but are not limited to:

- Monitor the balance and distribution of CAL FIRE resources within the Unit

- Confer and consult with the Region Duty Chief and other Unit Duty Chiefs on situational and resource status

- Implement, update and cancel Unit Staffing Patterns

- Provide operational oversight of the Unit ECC

- Complete and submit the Fire Management Assistance Grant (FMAG) application

- Complete and submit the Report On Conditions (ROC)

The Unit Duty Chief telephone number shall be used to contact the Unit Duty Chief.

UNIT EMERGENCY COMMAND CENTER   8101.3.2

The Unit level Command and Control center is called an Emergency Command Center (ECC) and provides a conduit for the Unit Chief to exercise Command and Control over operations within the Unit.

The responsibilities of the Unit ECC include, but are not limited to:

- Receive and process emergency and non-emergency calls for service

- Dispatch CAL FIRE and contracting agency resources and personnel

- Serve as the Incident Commander until the arrival of qualified personnel

- Receive, generate and process requests for resources from incidents, cooperating agencies, other Units, Contract Counties, and Region OCC

- Coordinate the movement of Unit resources

- Gather and disseminate incident and resource status

- Coordinate and allocate the use of radio frequencies

- Process notifications between the Unit and Region

UNIT EMERGENCY COMMAND CENTER DUTY OFFICER   8101.3.3
(No.46   March 2015)

The ECC Chief will designate an ECC Duty Officer who will be available on a continuous basis at the ECC. An ECC staff member will normally fill this position.